

~~SECRET~~
CONFIDENTIAL

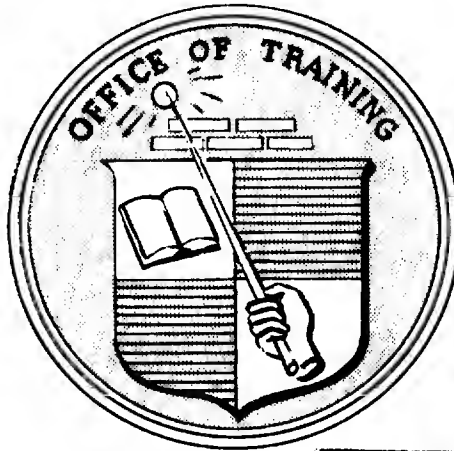
Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

FILE #24

OFFICE OF TRAINING BULLETIN

NUMBER 34

JANUARY 1958



JOB NO. 78-03921A
BOX NO. 2
FOLDER NO. 24
TOTAL DOCS HEREIN 1

DOC	<u>1</u>	REV DATE	<u>11 04 80</u>	BY	<u>018991</u>
ORIG COMP	<u>11</u>	OPI	<u>11</u>	TYPE	<u>30</u>
ORIG CLASS	<u>S</u>	PAGES	<u>34</u>	REV CLASS	<u>C</u>
JUST	<u>22</u>	NEXT REV	<u>2010</u>	AUTH	HR 10-2

TABLE OF CONTENTS

FOREWORD

Address by the Deputy Director of Central Intelligence Given to the Personnel
of the Office of Training at the Annual Christmas Meeting 1

NEWS 4

COURSES, ACTIVITIES, AND PROGRAMS

Noontime Movie Program 13
Conferences, Seminars, Professional Meetings 14
France—Basic Country Survey 17
 Integrated Language/Area Study 19
Middle East—Regional Survey 20
Japan—Basic Country Survey 21
 —Americans Abroad Orientation 23
 Basic Country Survey 24

ARTICLE

Junior Officer Training Program, by [REDACTED] 25 25X1A9a

REGISTRAR'S REMINDERS 26

OTR AND AGENCY TRAINING OFFICER DIRECTORIES 33

OTR CATALOG COURSE LISTING 35

(Cut-out page for insertion in Non-OTR Conducted Training Section)

Arabic Conversation and Grammar for Students with Previous Reading Knowledge
of Arabic

25X1A

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

~~SECRET~~
CONFIDENTIAL

~~CONFIDENTIAL~~

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

~~SECRET~~

FOREWORD

(Address by the Deputy Director of Central Intelligence Given to the Personnel of the Office of Training at the Annual Christmas Meeting)

Several years ago Matt Baird invited me to your Christmas Party. Apparently I seemed so pleased to have been invited that he has been sort of compelled to invite me every year since. I can't help him out of his predicament now by appearing displeased, and so give him an excuse not to continue the custom, because I'm not a good enough actor to feign displeasure. By the same token, I must not talk too much and so give him that excuse to scrub me. So, with good behavior, it looks like you're stuck with me.

Last year provided me an opportunity to talk to you about the challenge each of you has in your duties with the Office of Training. I suggested that you accept the missionary task of getting the word to other Agency employees about training opportunities. I am happy to note that you have made considerable progress in doing just this during the past year.

Your Bulletin is getting a wide distribution. I understand that even errors in the Bulletin have brought results. When a news story on a German Area Course was tied pictorially to a selection of book covers, all on Japan, there were chuckles in the EE Division of DD/P over this "booboo". However, chuckles or not, there came an immediate order from that same Division for those same Japanese materials. It appears that your Bulletin is increasingly being read and relied upon by Agency people.

One of the most rewarding results of your efforts is seen in the language training program. The word has gotten out about the language incentive program. I understand that over 450 employees are now enrolled in voluntary language programs. This number is above and beyond the approximate 850 enrolled in the regular language programs. The figure is impressive. It still isn't large enough. One of the jobs you have to do next year, in this program, is to provide the guidance to assure that those persons taking language voluntarily are studying the languages which will be in greatest demand by the Agency, both now and in the long run. Guidance to these "volunteers" will have to come from supervisors and from you here in the Office of Training. This guidance will have to be based on a clear appreciation and knowledge of long-range programs and trends. In short, we have the program going. We are developing our pool of linguistic talent. Now, we want

~~SECRET~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

~~SECRET~~

to orient it, as appropriate, to fulfill the defined requirements of this Agency, both short and long run. The management of the training offered can spell success or failure in this effort.

Another aspect of the management of training is seen in the considerable attention that you have given in the past year to establishing prescribed training standards for on-the-job courses. Learning by doing is an effective means of acquiring a skill. It is important that the on-the-job courses are given the benefit of the professional guidance available in you people here.

I am also aware that you have done a good deal in adjusting and improving established courses. Considerable work by instructors in the various OTR schools has gone into developing new and altered courses to meet the changing needs of the Agency. This is all to the good-- I could go on.

What of the future? Last year you came up with and implemented a language incentive program. In previous years, you have undertaken many other progressive steps. For example, you have established a School of International Communism. You have effected an extremely significant management training program. What is it going to be this coming year? What identifiable steps are you going to take next year to improve the training programs of the Agency? It is easy to slip backward. It is easy to buckle under to the impact of In-Baskets, and take satisfaction in meeting short-range requirements. It is easy to forget to keep your tools sharpened. But in CIA, we cannot afford to stagnate.

I think this is particularly clear when we note the accomplishments of the Soviets, much of which probably is directly attributable to their training programs. Many skeptics who previously have pictured the Communists as a bunch of backward imitators are changing their views. On the industrial front, the Communists are making rapid strides. They are facing many problems, of course, but they have announced their intention of catching up with and passing the United States industrially. Militarily, they are making every effort to emerge stronger than the west. Their manpower and materiel resources are being marshalled to these ends at the expense of higher standards of living. This doesn't concern the Russian leaders. They have established a goal and they are directing that the goal be met.

The thoroughness of Soviet education has become familiar by now to every reader of the American newspaper. Whether the goal is to produce scientists or spies, the Soviets are willing and able to devote seemingly unlimited quantities of time and cash to the purpose. Soviet successes are causing the American Government and people to re-examine the quality of our schooling throughout the country.

~~SECRET~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

But Soviet successes provide a dismal note for a Christmas gathering. We think of Christmas as a happy time--a time for our children--a time where peace on earth is the principal theme. It is rewarding to me, and I'm sure to all of us, to know that our daily work is directed to assure the preservation of these things. CIA is doing an increasingly important job, and doing it well. Success has come from vigilance, insight and applied imagination. The ambitious Communist, through his boastful threats, should merely spark our conviction to stay ahead. Putting this in a training context, I ask again, what new programs do you people here today have in mind for unleashing the creative energies of our people in CIA? You need make no apology for our present training program, but we do need to think ahead and continue our steady progress. Remember, the measure of CIA accomplishments is reflected in large part in the quality of training we provide our people.

I extend to all of you a Merry Christmas.

~~CONFIDENTIAL~~

CONFIDENTIAL

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

~~SECRET~~/CIA OFFICIAL USE ONLY

NEWS

IO ADDS NOON-TIME AREA FILM PROGRAM

THE INTELLIGENCE ORIENTATION FACULTY HAS INAUGURATED NOON-TIME SHOWINGS OF AREA SURVEY FILMS OBTAINED FROM THE STRATEGIC INTELLIGENCE SCHOOL, U. S. ARMY.

DURING THE LAST COURSE, FILMS ON THE MIDDLE EAST, AFRICA, INDIA, EASTERN EUROPE AND FAR EAST WERE SCREENED, AND THESE FILMS WILL BE SHOWN AGAIN, DURING INTELLIGENCE ORIENTATION #18 IN R & S AUDITORIUM, EACH DAY AT 1230 HOURS, DURING THE PERIOD 4 - 11 FEBRUARY 1958. AGENCY PERSONNEL MAY ATTEND. THE AUDITORIUM IS ADJACENT TO THE R & S CAFETERIA.

CLERICAL TRAINING IMPROVES SERVICES NEW, BETTER EQUIPMENT & FACILITIES

WELCOME ADDITIONS TO THE EQUIPMENT OF CLERICAL TRAINING/INTELLIGENCE SCHOOL/TR ARE NEW WOODEN-TOP METAL TYPEWRITING TABLES WITH ADJUSTABLE TYPEWRITER PLATFORMS AND SURFACES FOR TAKING DICTATION. FIVE ELECTRIC TYPEWRITERS NOW ARE AVAILABLE FOR SPECIAL TRAINING AND TESTING ON REQUEST: 3 IBM STANDARD, 1 REMINGTON, AND 1 IBM EXECUTIVE. INSTALLATION OF PERMANENT PUBLIC ADDRESS SYSTEMS IS COMPLETE IN THE 1016 16TH STREET LECTURE ROOMS; AND IN THE CLERICAL ORIENTATION ROOM, ACOUSTICS HAVE BEEN FURTHER IMPROVED BY INSTALLATION OF NOISE-DROWNING DRAPERIES.

CLERICAL SKILLS QUALIFICATION TESTS SCHEDULED FOR JANUARY AND FEBRUARY

CLERICAL SKILLS QUALIFICATION TESTS IN SHORTHAND AND TYPEWRITING, ADMINISTERED TO ON-THE-JOB EMPLOYEES WHO MUST MEET AGENCY STANDARDS, WILL BE GIVEN MONDAYS DURING JANUARY AND FEBRUARY AS FOLLOWS:

13 JANUARY 3 FEBRUARY 17 FEBRUARY
(TYPEWRITING: 1315 SHORTHAND: 1400)

THESE TESTS ARE GIVEN IN ROOM 508, 1016 16TH STREET.

SUPERVISORS WHO WISH TO HAVE EMPLOYEES TESTED SHOULD GET IN TOUCH WITH THEIR PERSONNEL PLACEMENT OFFICERS. THE OFFICERS WILL ARRANGE FOR TEST REGISTRATION.

USUALLY, EMPLOYEES WHO DO NOT MEET THE AGENCY CLERICAL SKILLS STANDARDS IN THESE TESTS SHOULD BE ENROLLED IN THE CLERICAL REFRESHER PROGRAM, LISTED IN YOUR OFFICE COPY OF THE OTR CATALOG AS COURSES B-12 TO B-19.

FDD/00 IS AUTHOR
OF INTENSIVE POLISH READING COURSE

FDD/00 IS TO BE CREDITED WITH PREPARATION OF THE ENTIRE SUBSTANTIVE CONTENT OF THE INTENSIVE POLISH READING COURSE, LATEST IN THE SERIES OF SPECIALIZED PUBLICATIONS BEING PRODUCED BY EASTERN STUDIES STAFF/TR. THIS PUBLICATION WAS THE SUBJECT OF A NEWS STORY IN YOUR OTR BULLETIN, DECEMBER ISSUE, PAGE 11. INQUIRIES REGARDING IT MAY BE DIRECTED TO EXT. 3275.

~~SECRET~~/CIA OFFICIAL USE ONLY

CONFIDENTIAL

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

SECRET/CIA OFFICIAL USE ONLY

INTELLIGENCE ORIENTATION EXHIBITS

SNOW FAILS TO DAUNT GUESTS

OTR SEAL NOW GRACES AUDITORIUM ARCH

DESPITE THE "WORST SNOWSTORM IN 15 YEARS," SOME 25 GUESTS FROM ARMY, NAVY, AIR FORCE, STATE AND NSA ATTENDED THE INTELLIGENCE PRODUCTS EXHIBIT ON 5 DECEMBER. SEVEN STRATEGIC AIR COMMAND (SAC) OFFICERS, ATTACHED TO OCR, ALSO ATTENDED.

THE O/C TRAINING OFFICER ANNOUNCES THAT THE OFFICE OF COMMUNICATIONS SOON WILL PARTICIPATE IN THE SUPPORT EXHIBIT.

IN THE R & S AUDITORIUM, SITE OF THE EXHIBITS, THE INTELLIGENCE ORIENTATION COURSE, AND CERTAIN OTHER COURSES, PROGRAMS, AND ACTIVITIES OF OTR, SOMETHING NEW HAS BEEN ADDED! A 22-INCH REPRODUCTION OF OTR'S SEAL NOW HANGS ABOVE THE CENTER OF THE PROSCENIUM ARCH, OVER THE STAGE.

THIS SEAL ORIGINALLY WAS DESIGNED

OF LOGISTICS, PRESENTLY OF CHARACTERISTIC COVER SYMBOL IMPRINTED UPON ALL MEDIA OF OTR'S INTRA-AGENCY INFORMATION SYSTEM.

THE OFFICE OF TRAINING EACH MONTH PRESENTS TWO EXHIBITS ON THE FUNCTIONS OF CIA COMPONENTS: THE INTELLIGENCE PRODUCTS EXHIBIT AND THE SUPPORT EXHIBIT. ALTHOUGH DESIGNED PRIMARILY AS INTEGRAL PARTS OF INTELLIGENCE ORIENTATION, THE EXHIBITS ARE OPEN TO ALL AGENCY PERSONNEL WHO MIGHT BENEFIT FROM THEM.

EACH EXHIBIT IS UNIQUE IN THAT IT GRAPHICALLY PRESENTS A COMPREHENSIVE VIEW OF MANY AGENCY ACTIVITIES. THE SUPPORT EXHIBIT, BASED ON THE THREE-FOLD THEME OF MEN, MONEY AND MATERIAL, DEPICTS THE ROLE OF THE DD/S ELEMENTS IN SUPPORTING THE MISSION OF THE AGENCY. THE INTELLIGENCE PRODUCTS EXHIBIT PICTURES THE FACTORS INVOLVED IN THE COLLECTION AND PRODUCTION OF INTELLIGENCE.

FUTURE SUPPORT EXHIBITS HAVE BEEN SCHEDULED FROM 1400 TO 1615 IN THE R & S AUDITORIUM ON THE FOLLOWING DATES:

15 JANUARY,	WEDNESDAY
12 FEBRUARY,	WEDNESDAY
12 MARCH,	WEDNESDAY

INTELLIGENCE PRODUCTS EXHIBITS WILL BE PRESENTED FROM 0930 TO 1200 IN THE R&S AUDITORIUM ON THE FOLLOWING DATES:

16 JANUARY,	THURSDAY
13 FEBRUARY,	THURSDAY
13 MARCH,	THURSDAY



THE OTR SEAL

SECRET/CIA OFFICIAL USE ONLY

SECRET/CIA OFFICIAL USE ONLY



DEP DIRECTOR OF CENTRAL INTELLIGENCE
GUEST OF DIRECTOR OF TRAINING
AT SUPPORT EXHIBIT 4 DECEMBER 1957

"VERY FAVORABLE" WAS THE REACTION OF THE DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE, LT. GEN. CHARLES P. CABELL, GUEST OF CIA'S DIRECTOR OF TRAINING, MATTHEW BAIRD, AT THE 4 DECEMBER 1957, WEDNESDAY SHOWING OF OTR'S SUPPORT EXHIBIT.

DESPITE THE DAY'S RECORD-BREAKING SNOW STORM, GEN. CABELL, ACCOMPANIED BY THE DEPUTY DIRECTOR (SUPPORT), LAWRENCE K. WHITE, AND DDCI AIDE, [REDACTED] ARRIVED IN THE R & S AUDITORIUM ON SCHEDULE. THE PARTY 25X1A EXAMINED EACH OF THE INDIVIDUAL EXHIBITS SHOWN BY MAJOR COMPONENTS OF THE DD/S, HEARD BRIEFINGS BY OFFICE STAFF MEMBERS MANNING THESE PANEL PRESENTATIONS, AND RESPONDED WITH QUESTION AND COMMENT.

25X1A

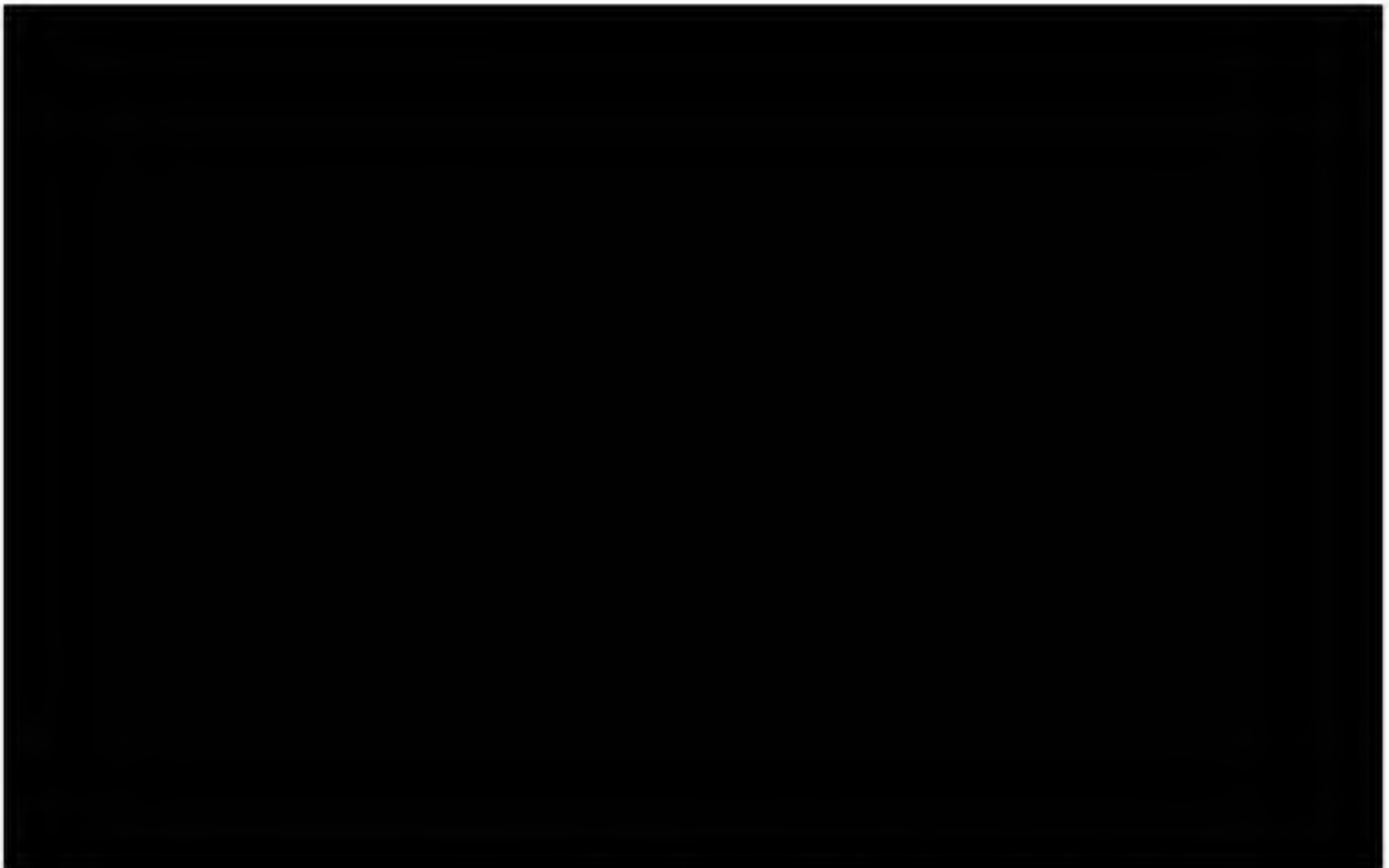
25X1A9a

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

Next 1 Page(s) In Document Exempt

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

25X1A



INCOME TAX TRAINING IS AVAILABLE

THE BUREAU OF INTERNAL REVENUE WILL PRESENT AGAIN, STARTING 8 JANUARY, ITS ANNUAL SERIES OF TRAINING COURSES FOR GOVERNMENT AND INDUSTRY REPRESENTATIVES CONCERNING PREPARATION OF INCOME TAX RETURNS.

THE COURSES LAST FOR 3 EIGHT-HOUR DAYS, AND ARE GIVEN IN ROOM B-621 INTERNAL REVENUE BUILDING, 12TH AND CONSTITUTION AVENUE. COMPLETION OF THE COURSE QUALIFIES ONE TO ADVISE OTHER EMPLOYEES IN THE HANDLING OF INCOME TAX PROBLEMS. FOR INFORMATION, OR TO ARRANGE FOR REGISTRATION, CONTACT THE TRAINING OFFICER, OFFICE OF THE COMPTROLLER, EXTENSION 4454.

AF DISCONTINUES WEAPONS COURSE

THE AIR WEAPONS ORIENTATION COURSE GIVEN AT MAXWELL AIR FORCE BASE, ALABAMA, HAS BEEN DISCONTINUED. A NEW COURSE OF TRAINING IS BEING ESTABLISHED TO REPLACE IT. IN THE NEW COURSE, TO BE OFFERED FOR THE FIRST TIME IN JULY, 1958, CIA WILL BE ALLOTTED A QUOTA. CALL EXTENSION 4625 FOR INFORMATION.

LAS/TR AREA ADVISORY COMMITTEE
MEETS WITH DD/P CONSUMERS

DD/I, DD/S TO TALK 5 FEBRUARY

THE FIRST OF TWO MAJOR CONFERENCES BETWEEN OTR'S AREA ADVISORY COMMITTEE AND PRINCIPAL COMPONENTS OF THE AGENCY WAS HELD ON 11 DECEMBER. THE PURPOSE OF THE CONFERENCES IS TO PROMOTE FRANK DISCUSSIONS CONCERNING THE PRESENT AREA TRAINING PROGRAM AND HOW IT SHOULD BE MODIFIED TO MEET PRIORITY CONSUMER NEEDS.

THE 11 DECEMBER CONFERENCE WAS ATTENDED BY EIGHT STAFF CHIEFS AND DEPUTY DIVISION CHIEFS OF THE DD/P, AS WELL AS BY FIFTEEN OTR STAFF PERSONNEL INCLUDING [REDACTED] DDTR; [REDACTED] C/LAS; ALFRED [REDACTED] DC/LAS; AND ANTHONY [REDACTED] COMMITTEE AND CONFERENCE CHAIRMAN. THE SECOND CONFERENCE, TO BE HELD ON 5 FEBRUARY, WILL BE ATTENDED BY KEY PERSONNEL OF DD/I AND DD/S.

AT THE INITIAL CONFERENCE, WIDE AGREEMENT WAS EVIDENCED BY THE DD/P REPRESENTATIVES CONCERNING A HIGH-PRIORITY CONTINUING NEED FOR CERTAIN TYPES OF AREA TRAINING BY OTR.

THE VALUES OF AMERICANS ABROAD ORIENTATION COURSES, PARTICULARLY FOR DEPENDENTS, AND THE CURRENT PROBLEMS SEMINAR AND INTEGRATED LANGUAGE/AREA STUDY COURSES, WERE STRESSED. IT WAS DECIDED THAT THE CURRENT PROBLEMS SEMINAR-TYPE MIGHT BETTER SERVE THE MIDDLE AND SENIOR GRADE PEOPLE IF THESE CLASSES COULD BE SCHEDULED, IN PART BUT NOT EXCLUSIVELY, AS LUNCHEON OR AFTER-HOURS ACTIVITIES.

THE SURVEY-TYPE COURSES, OFFERED PERIODICALLY ON A FEW COUNTRIES AND MOST WORLD REGIONS, SPECIFICALLY WERE GIVEN A HIGH PRIORITY RATING BY THE DD/P FOR THE MIDDLE EAST AREA. SUGGESTIONS WERE MADE, HOWEVER, IN RESPECT TO REGIONAL SURVEYS ON THE BRITISH COMMONWEALTH AND THE CARIBBEAN CONFEDERATION. AND IT WAS SUGGESTED THAT THE NEXT SURVEY OF GERMANY BE EXPANDED TO INCLUDE AUSTRIA AND SWITZERLAND.

INNOVATIONS IN BASIC COUNTRY SURVEY
MEET STUDENT & STAFF APPROVAL

GERMANY - BASIC COUNTRY SURVEY #3, RECENTLY COMPLETED, INTRODUCED AMONG OTHER INNOVATIONS A FOUR-LECTURE "GERMAN CULTURE SERIES" COMPRISED OF TALKS ON FORMATIVE INFLUENCES, LITERATURE, PHILOSOPHY, MUSIC, AND RENAISSANCE ART. THESE LECTURES ARE INTENDED AS A FIRST STEP TOWARD ADEQUATE BRIEFING IN FIELDS WHICH ARE ESPECIALLY USEFUL AS TOPICS OF CONVERSATION IN EUROPE AND OTHER FOREIGN AREAS.

ALSO, THE LATEST PROGRESS IN ENCOURAGING WIDEST STUDENT PARTICIPATION IN CLASS SESSIONS WAS THE INTRODUCTION OF THE STUDENT PANEL TECHNIQUE. TWO DISCUSSION PANELS--ONE CONCERNED WITH RECENT MAJOR BOOKS OF STRATEGIC INTEREST, AND A SECOND DEALING WITH OUTSTANDING STRATEGIC AREA PROBLEMS--WERE SCHEDULED. STUDENT AND STAFF RESPONSE TO THE PANEL APPROACH UNIFORMLY WAS APPRECIATIVE. IT WAS THE STAFF'S OPINION THAT THIS CLASS OPERATED AT THE THRESHOLD OF GRADUATE-LEVEL SEMINAR ACTIVITY. THE SAME TECHNIQUE WILL BE INTRODUCED BY INSTRUCTORS [REDACTED] IN FRANCE - BASIC COUNTRY SURVEY, BEING OFFERED FOR THE FIRST TIME BEGINNING 11 FEBRUARY.

25X1A

LANGUAGE STUDY PROGRESSES

CURRENT ENROLLMENT IN INTERNAL DAY-TIME LANGUAGE TRAINING COURSES IS APPROXIMATELY 225.

CURRENT ENROLLMENT IN THE NON-DUTY-HOUR VOLUNTARY LANGUAGE TRAINING PROGRAM IS 189, STUDYING THE FOLLOWING LANGUAGES:

CHINESE	JAPANESE
FINNISH	POLISH
FRENCH	PORTUGUESE
GERMAN	RUSSIAN
ITALIAN	SPANISH

THE LANGUAGE LABORATORY WAS UTILIZED BY 227 STUDENTS DURING THE PAST MONTH, FOR A TOTAL OF 2,371 HOURS, IN THE STUDY OF 18 DIFFERENT LANGUAGES.

QUALIFICATIONS REVIEW AND PLACEMENT PANELS RECENTLY MET TO CONSIDER PERSONNEL FOR THE FOLLOWING:

GERMAN	GREEK
--------	-------

DURING NOVEMBER, LANGUAGE PROFICIENCY EXAMINATIONS WERE TAKEN BY 18 PEOPLE FROM VARIOUS AGENCY COMPONENTS (15 REGULARLY-SCHEDULED TESTS, 3 BY SPECIAL REQUEST). THE LANGUAGES WERE: DANISH, GERMAN, SLOVAK, CHINESE (MANDARIN), DUTCH AND FRENCH.

NOTE ON EXTERNAL TRAINING IN 1957

TO MID-DECEMBER 1957, MORE THAN 1,000 REQUESTS FOR EXTERNAL TRAINING HAD BEEN RECEIVED AND PROCESSED BY R/TR. ABOUT 95% OF THE APPLICANTS WERE ENTERED INTO THE TRAINING REQUESTED. OF THE REMAINING 5%, 40 REQUESTS WERE CANCELLED OR WITHDRAWN AT VARIOUS REVIEW STAGES; SOME OF THESE WERE DIVERTED TO INTERNAL COURSES; SOME WERE DISAPPROVED BY DTR WITH ACCOMPANYING MEMORANDA OF DISAPPROVAL; AND SOME APPLICANTS, THOUGH APPROVED BY OTR, WERE NOT SELECTED BY THE INSTITUTIONS TO WHICH THEY APPLIED FOR TRAINING

AMONG FOREIGN COUNTRIES, EXTERNAL TRAINEES UNDERWENT INSTRUCTION IN



25X1A

FULL- OR PART-TIME LANGUAGE TRAINING WAS SPONSORED EXTERNALLY IN THESE LANGUAGES: ALBANIAN, ARABIC, ARMENIAN, BULGARIAN, BURMESE, CHINESE, CZECH, FRENCH, GERMAN, GREEK, HUNGARIAN, ICELANDIC, INDONESIAN, ITALIAN, JAPANESE, POLISH, PORTUGUESE, SERBO-CROATIAN, SPANISH, SWEDISH, RUSSIAN, THAI, AND TURKISH.

BESIDES EXTERNAL LANGUAGE TRAINING DURING 1957, TRAINEES ATTENDED ACADEMIC-TYPE COURSES; SENIOR WAR COLLEGES; EXECUTIVE DEVELOPMENT AND MANAGEMENT PROGRAMS; MISSILE ORIENTATIONS; AND SOME ACTIVITIES AS DIVERSIFIED AND SPECIALIZED AS ORDNANCE EXPLOSIVES, FLEXOWRITING, ARSON INVESTIGATION, ARCTIC INDOCTRINATION, AIRCRAFT PRODUCTION, CONTRACT COST ESTIMATING, OSCILLOSCOPY, SPECTROSCOPY, JET PROPULSION, ARMY SUPPLY, ETC.

SECRET/CIA OFFICIAL USE ONLY

SECRET/CIA OFFICIAL USE ONLY

25X1A [REDACTED] AAO IS CANCELLED
DUE TO LACK OF REGISTRATION

25X1A [REDACTED] AMERICANS ABROAD ORIENTA-
TION, ORIGINALLY SCHEDULED 17 - 24
FEBRUARY 1958, IS CANCELLED DUE TO
LACK OF REGISTRATION. EASTERN
STUDIES/LAS IS PREPARED TO RESCHED-
ULE THIS COURSE, CONTINGENT UPON
REASONABLE ADVANCE NOTICE, PROVIDED
AN ATTENDANCE OF FIVE, INCLUDING DE-
PENDENTS, IS ASSURED. PERSONS IN-
TERESTED IN INFORMATION CONCERNING
THIS WORLD AREA ARE REMINDED THAT
ES/LAS HAS FACILITIES FOR INDIVIDUAL
BRIEFING. YOU MAY CALL [REDACTED]
25X1A9a [REDACTED] ON EXTENSION 3275.

FRENCH FOR LUNCH?
R&S CAFETERIA SITE OF WEEKLY SOCIAL

A WEEKLY R & S CAFETERIA LUNCHEON
FOR FLUENT FRENCH SPEAKERS HAS BEEN
ORGANIZED BY THE LANGUAGE AND AREA
SCHOOL/TR STAFF. IF YOU WOULD LIKE
TO JOIN THIS GROUP REGULARLY OR OC-
CATIONALLY, CONTACT [REDACTED] EXT. 3239. 25X1A9a
4437, OR [REDACTED] EXT. 3239. 25X1A9a

THE PURPOSE OF THIS ACTIVITY IS TO
HELP MAINTAIN PARTICIPANTS' EXISTING
LEVEL OF PROFICIENCY IN FRENCH. THE
SPIRIT OF THE LUNCHEONS IS COMPLETE-
LY SOCIAL. PARTICIPANTS INCLUDE
SEVERAL NATIVE SPEAKERS OF FRENCH
AND OTHERS WHO HAVE HAD PROLONGED
RESIDENCE IN FRANCE.

SECRET/CIA OFFICIAL USE ONLY

Courses, Activities, and Programs

NOONTIME MOVIE PROGRAM

JANUARY AND FEBRUARY

25X1A You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Both feature films and factual films are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally, if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED] extension 2381. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

14 January Tuesday	Italian Film: "Barber of Seville"
15 January Wednesday	German Film: "Sun Over China" H7345, 87 min. (Communist Propaganda Documentary)
21 January Tuesday	French Film: "Adrien" B1873, 80 min. French Comedy
22 January Wednesday	German Film: "Cassanova" B1316, 83 min. (Musical Comedy)
23 January Thursday	Arabic Feature Film
24 January Friday	Polish Feature
28 January Tuesday	Italian Film: "Men Do Not Look at the Sky" 80 min.
4 February Tuesday	Spanish Film: "Cantay No Ilores" 75 min.
5 February Wednesday	Russian Film: "Theirs Is the Future" H6148, 86 min. (Life in Soviet Trade School)
12 February Wednesday	Russian Film: "Unfinished Story" H7309, 88 min. (Love Story of Invalid and Woman Doctor)

S-E-C-R-E-T

S-E-C-R-E-T

CONFERENCES, SEMINARS, PROFESSIONAL MEETINGS

EXTERNAL

For additional information concerning the activities listed below, you may call the Information Section/Registrar's Office, extension 4005. Also, we will appreciate your interest and assistance in supporting this feature; please advise us of any such activities that come to your attention, so that we may here publish advance Agency-wide notice of the events.

CORPORATION EXECUTIVE CONFERENCE

The School of Advanced International Studies of Johns Hopkins University and its affiliated Foreign Service Educational Foundation present each year a series of meetings designed specifically to meet the requirements of the executive with international interests--to exchange mutual understanding between business executives, labor leaders and Government officials on matters affecting American business operations abroad.

Attendance at such meetings is limited. However, a small quota has been obtained which permits Agency personnel to attend these two-day sessions on a non-participating basis, as guests of the President, Foreign Service Educational Foundation.

The next conference is scheduled for 11-12 February 1958. The topic will be Contemporary Africa (South of the Sahara). Problems facing U. S. business in this rapidly developing market and source of raw materials will be discussed.

If you are interested in attending this conference, discuss plans with your supervisor and Training Officer. Applications must be received by the Registrar/TR at least two weeks before the conference. If accepted for attendance, you will be notified.

AMA SUPERVISORY DEVELOPMENT COURSE

The AMA Supervisory Development Course is given in three one-week units. In each unit, experienced operating executives and staff members will outline management concepts and techniques vital to successful supervision and relate them to practical example. Units I and II will be taken consecutively; Unit III will be taken approximately one month later. Courses to be given at the AMA Academy, Saranac Lake, New York, have been scheduled to begin in February, April and May 1958. A course beginning on 24 March will meet in Cleveland, Ohio. Tuition for the course is \$700. —————>

S-E-C-R-E-T

S-E-C-R-E-T

The Supervisory Development Course is specifically designed for experienced supervisors who require a good foundation in modern management practice, recent appointees to supervisory positions, candidates for supervisory positions and supervisors who have had no "formal" training.

AMA MANAGEMENT COURSE

The AMA Management Course consists of four one-week units of advanced study in the principles, skills and tools of management. The curriculum is a distillation of practical operating experience which represents a fundamental body of management principles. Each of the four units is taught on an average of twice a month during 1958. The four units must be completed over a period of twelve months. Unit I must be taken first, but the other units do not necessarily have to be taken in sequence. The course may be taken at the Sheraton-Astor Hotel in New York City, at the AMA Academy at Saranac Lake, New York, or during July and August on the campus of Colgate University, Hamilton, New York. Tuition for the course is \$850.

The course is planned for the individual faced with broad and growing responsibilities. He must have substantial business experience, regardless of background and formal education, which is of sufficient maturity to enable him to contribute to the group discussions; and his responsibility must be broad enough so that he can put the concepts of the course to significant use.

SELECTION AND ORIENTATION OF SUPERVISORY PERSONNEL

The American Management Association will hold a seminar on Selection and Orientation of Supervisory Personnel 16-17 January 1958 in the Sheraton-Astor Hotel, New York. The tuition for this seminar is \$125.

Topics to be discussed are:

- An Over-view of All Factors to Be Covered in a Supervisory Selection Program
- Factors in Effective Supervisory Performance
- Selection Devices
- Administering the Selection Process
- A Case Study--A Presentation of a Complete Company Program
- Current Trends in Company Programs
- Discussion of Techniques and Methods

S-E-C-R-E-T

S-E-C-R-E-T

AMA MID-WINTER PERSONNEL CONFERENCE

This conference will be held 17-19 February 1958 in the Palmer House, Chicago. Tuition for the full conference is \$45. Topics to be discussed are:

"Bottoms-up" Management: A Key to Sound Human Relations
Are Changes Needed in Our Labor Laws?
When Your Company Moves
Democratic vs. Authoritarian Leadership--Where Do We Stand?
Labor Relations
Wage and Salary Administration
Is Human Relations Out of Date?
The Shorter Work Week and Its Implications: A Panel Discussion
Delegating Authority and Meaning It
Time Out for a Closer Look at College Recruiting

BUSINESS AND ECONOMIC ANALYSIS FOR SECRETARIES

In cooperation with the chapters of the National Secretaries Association, International, the Division of Community Services of The George Washington University offers a noncredit course titled Business and Economic Analysis for Secretaries. The course will run from 8 January through 30 April 1958. Lectures on Office Management, Statistics, Human Relations, Economics, Commercial Law, and Accounting have been scheduled. The lectures will be held on Wednesdays 7:35-9:35 p.m., in Room 101, Hall of Government (21st and G Streets, N.W.). Tuition for the course is \$25.

S-E-C-R-E-T

FRANCE

BASIC COUNTRY SURVEY

11 FEB - 21 MARCH

This course, being offered for the first time, will run the full day, Tuesdays and Thursdays, in Room 2132, I Building. Applications for registration should be submitted to the Registrar, OTR, on or before 27 January. A Top Secret clearance, as well as an interview prior to 11 February with the Chief Instructor, [REDACTED] extension 4437, is required.

25X1A9a

This course is designed for personnel already possessing some familiarity with the country, who wish to deepen their knowledge of its basic features and sharpen their appreciation of its complex contemporary problems. Principal class activities will be lectures, analytical in character, by staff and guest specialists, as well as discussions conducted by the Chief Instructor with the assistance of [REDACTED] who has recently joined the OTR staff.

25X1A9a

Auditors are welcome to attend the lectures, as listed below. If you wish to attend, and have the approval of your supervisor, notify your Training Officer. Training Officers are requested to call extension 4437, at least 24 hours in advance, to make reservations. All class time not accounted for in the following schedule is reserved for enrolled students.

PART I - BASIC PHASE

11 February,	1000 - 1120	Keynote Address
	1445 - 1600	Survey of France's Strategic Importance to U.S. Locational Orientation (Map Study)
13 February,	1000 - 1120	Geography - Strategic and Economic
	1445 - 1700	Economic Structure
18 February,	1000 - 1250	History I - Ancien Régime to 1789
	1445 - 1700	History II - From the First to the Third Republic
20 February,	1000 - 1250	History III - Third Republic
	1445 - 1700	History IV - Vichy and the Fourth Republic
25 February,	1000 - 1120	The French People I - Mental Habits, Ideologies
	1130 - 1250	The French People II - Social Behavior, Institutions
	1445 - 1600	Educational System
27 February,	1000 - 1120	Communications Media
	1445 - 1600	The Legal System

S-E-C-R-E-T

4 March,	1000 - 1120	Culture I - Formative Influences
	1130 - 1250	Culture II - French Literature
	1445 - 1600	Culture III - Fine Arts and Music
6 March,	1000 - 1120	Culture IV - Philosophy
	1445 - 1600	The Constitutional System: Government Structure and the Parties
	1605 - 1700	The Civil Service
11 March,	1000 - 1120	Internal and External Security Forces
	1130 - 1250	Political Leadership
	1445 - 1600	Capital and Labor

PART II: STRATEGIC PROBLEMS PHASE

13 March,	1000 - 1120	Communism: Roots, Manifestations and Potential
	1130 - 1250	Political Instability
	1445 - 1600	Long-Term Economic Problems
18 March,	1000 - 1120	Overseas France
	1445 - 1600	France and Free Europe
20 March,	1000 - 1120	France's Role in the Cold War-Strategic Summary

S-E-C-R-E-T

FRANCE

INTEGRATED LANGUAGE/AREA STUDY

17 MARCH TO 23 MAY

This first full-time intermediate-level French course will be given in Room 2129 "I" Building from 17 March through 23 May. Consult the descriptive news item in your December 1957 OTR Bulletin, page 9. Applications for registration of employees must be submitted to the Registrar immediately.

The course is intended for graduates of our Basic (Full-Time) language course or for other qualified employees desiring to refresh their French.

Primary objective of this course will be to develop the student's command of the current spoken language used in France, Belgium, and Switzerland, as well as in North Africa and Vietnam. Emphasis will be placed on vocabulary concerned with public affairs. Area knowledge - through use of teaching materials dealing with France and its global problems - will be the principal by-product of the course. A few hours will be devoted to intelligence terminology.

The class will distribute its time during an average week as follows:

<u>Contemporary France:</u>	<u>Hours Per Week</u>
Private study in two textbooks	5
Oral questions and answers based on area information text, <u>La France au XXe Siècle</u> (Hachette)	3
Oral questions and answers based on area problems text drawn from press materials	3
Discussion on assignments and/or current events	3
Lecture and discussion	2
Films	1
<u>History of France:</u>	
Private study in text, <u>Histoire de l'Antiquité à 1939</u> (Hachette - "Cours d'Histoire Malet-Isaac")	5
Oral questions and answers based on text	2½
Lecture and discussion	2
<u>Language Study Related to Subject Matter:</u>	
Grammar drill	7½
Vocabulary drill	2
<u>Intelligence Activities:</u>	
Organizations	1½
Operations	2

S-E-C-R-E-T

S-E-C-R-E-T

MIDDLE EAST

REGIONAL SURVEY

3 FEB - 9 APRIL

THE NATIONAL INTEREST OF THE UNITED STATES IN THE MIDDLE EAST

This course will be given Mondays and Wednesdays, 1330-1630 hours, in Room 2132 "I" Building. Applications for registration should be submitted to the Registrar, OTR, on or before 20 January. An interview with the Chief Instructor, [REDACTED] extension 4437, is required.

25X1A9a

This course focuses attention on the hitherto dimly perceived institutionalization, through necessarily varied, complex and subtle processes, of American power and influence in the rapidly changing political, economic and social structure of the Middle East. The course is a companion piece to A Regional Survey of the Middle East which is centered on this changing oriental world itself.

Completion of the survey course on the area, though helpful and desirable, is not a prerequisite for students with adequate academic training on, or familiarity, gained at home or abroad, with the Middle East.

SOUTHEAST ASIA

REGIONAL SURVEY

18 FEB 58 - 24 APR 58

This course, covering the Philippines, Indonesia, Malaya, Indochina, Thailand, and Burma, will be given from 18 February to 24 April 1958. Classes will be held Tuesdays and Thursdays, from 1345 to 1645 hours, in Room 2928 Quarters Eye. Applications for registration must be submitted to the Registrar, OTR, on or before 4 February. An interview with the instructor, [REDACTED] Room 1905 Quarters Eye, extension 3318 is required; contact your Training Officer.

25X1A9a

This course is designed for personnel who require economic and political information on Southeast Asia and familiarity with the various factors involved. It deals with the government, population, soil, mineral and industrial development, international trade, labor, communications, economic relations and problems of the region. At each session there will be a guest speaker, in addition to the regular lecture and film. Students will be required to take an oral test and submit term papers.

S-E-C-R-E-T

S-E-C-R-E-T

JAPANBASIC COUNTRY SURVEY10 MAR 58 - 7 MAY 58

You may register now for Japan - Basic Country Survey, scheduled Mondays, Wednesdays, and Fridays from 1400 to 1630 hours, beginning on 10 March 1958. This course will be open to all persons interested in, or concerned with, Japan. Applications for registration must be submitted to the Registrar, OTR, on or before 24 February 1958. Outside reading and a term paper will be required. [REDACTED] DC/LAS, extension 3275, will be the instructor in charge.

25X1A9a

SCHEDULE

10 MAR MON	1400-1630	Introduction to the Course	
12 MAR WED	1400-1530 1530-1630	Japan's Place in U.S. Foreign Policy Reading Period	
14 MAR FRI	1400-1530 1530-1630	[REDACTED]	25X6
17 MAR MON	1400-1630	The Geography of Japan	
19 MAR WED	1400-1630	The Resources of Japan	
21 MAR FRI	1400-1630	The People of Japan	
24 MAR MON	1400-1530 1530-1630	Early History to 1600 Study Period	
26 MAR WED	1400-1530 1530-1630	Tokugawa Japan, 1600 to 1867 Study Period	
28 MAR FRI	1400-1630	Films	
31 MAR MON	1400-1530 1530-1630	The Western World and Japan Study Period	
2 APR WED	1400-1630	The Meiji Restoration	
4 APR FRI		No Class	
7 APR MON	1400-1530 1530-1630	Japan Enters the Modern World (Seminar) Study Period	

S-E-C-R-E-T

S-E-C-R-E-T

9 APR WED	1400-1530 1530-1630	Japanese Society I Study Period
11 APR FRI	1400-1530 1530-1630	Japanese Society II Study Period
14 APR MON	1400-1530 1530-1630	Buddhism in Japan Study Period
16 APR WED	1400-1530 1530-1630	Shintoism in Japan Study Period
18 APR FRI	1400-1630	Films
21 APR MON	1400-1530 1530-1630	China and Japan 1895-1941 Study Period
23 APR WED	1400-1530 1530-1630	Russia and Japan 1895-1941 Study Period
25 APR FRI	1400-1530 1530-1630	The West and Japan 1895-1941 Study Period
28 APR MON	1400-1530 1530-1630	The Great Pacific War Films
30 APR WED	1400-1630	Defeat and Occupation
2 MAY FRI	1400-1630	Japanese Society Today
5 MAY MON	1400-1630	The Japanese State Today
7 MAY WED	1400-1630	The Future of Japan (Seminar)

S-E-C-R-E-T

25X1A

AMERICANS ABROAD ORIENTATION

24 FEB - 28 FEB 58

This regional-type American Abroad covering the [REDACTED] will be given daily from 1000-1245 hours in Room 2928, Quarters Eye.

25X1A

All personnel, as well as their adult dependents over 15 years of age, expecting to go for the first time to the [REDACTED] are invited to attend.

25X1A

Applications for registration of employees must be submitted to the Registrar, OTR, on or before 10 February. Requests for admission of dependents should be submitted through the Registrar, OTR, by the Training Officers to the Office of Security. For further information, please call [REDACTED], extension 3318.

25X1A9a

SCHEDULE

24 FEB Monday	1000-1010	Introduction	25X1A 25X1A
	1010-1050	An American in the [REDACTED]	
	1050-1130	Film on [REDACTED]	
	1140-1230	Processing Out	
	1230-1245	Personal Interviews	
25 FEB Tuesday	1000-1050	Legal Problems	25X1A
	1050-1130	Film on [REDACTED]	
	1140-1230	Medical Briefing	
	1230-1245	Personal Interviews	
26 FEB Wednesday	1000-1100	[REDACTED]-Relations (Panel)	25X1A 25X1A
	1100-1120	Film on [REDACTED]	
	1130-1230	Strategic Relations (Panel)	
	1230-1245	Personal Interviews	
27 FEB Thursday	1000-1100	[REDACTED]-Relations (Panel)	25X1A 25X1A
	1100-1120	Film on [REDACTED]	
	1130-1230	Differences in National and Social Attitudes (Panel)	
	1230-1245	Personal Interviews	
28 FEB Friday	1000-1100	Practical Advice (Panel)	25X1A
	1100-1130	Film on [REDACTED]	
	1140-1200	Language Problems	
	1200-1220	Round-up (Final Questions)	
	1220-1230	Students' Critiques	
	1230-1245	Personal Interviews	

S-E-C-R-E-T

S-E-C-R-E-T

PHILIPPINESBASIC COUNTRY SURVEY17 MAR 58 - 25 APR 58

This Basic Country Survey on the Philippines will be given on Monday, Wednesday, and Friday from 1000 to 1200 hours from 17 March to 25 April 1958 in Room 2928, Quarters Eye. Applications for registration must be submitted to the Registrar, OTR, on or before 10 March. For further information, please call [REDACTED] extension 3275.

25X1A9a

SCHEDULE

17 MAR MON	1000-1050	Introduction
	1100-1200	Geography and Topography of the Islands
19 MAR WED	1000-1050	Transportation and Communications
	1100-1200	Strategic Importance of the Philippines
21 MAR FRI	1000-1050	The People - Origin, Distribution
	1100-1200	The People - Ethnic groups, Nationalities
24 MAR MON	1000-1050	Culture
	1100-1200	Film
26 MAR WED	1000-1050	History - Pre-colonial and Spanish Rule
	1100-1200	History - U.S. Rule to 1946 Independence
28 MAR FRI	1000-1050	History - 1946 to Present
	1100-1200	Film
31 MAR MON	1000-1050	Government - National and Local
	1100-1200	Government - Provincial and Barrio Level
2 APR WED	1000-1050	Agriculture - Crops and Methods
	1100-1200	Film
4 APR FRI	1000-1050	Fishing, Forestry and Industry
	1100-1200	Film
7 APR MON	1000-1050	Economics - Banking and Finance, Resources
	1100-1200	Economics - International trade, foreign exchange, foreign investments
9 APR WED	1000-1050	Economics - Foreign (i.e. - U.S. aid)
	1100-1200	Film
11 APR FRI	1000-1050	Political Development - Pre Independence
	1100-1200	Political Development - 1946-1953 (Magsaysay)
14 APR MON	1000-1050	Political Development - (Magsaysay to Present)
	1100-1200	Film
16 APR WED	1000-1050	Communism in the Philippines (PKP and the HUK)
	1100-1200	Role of the Armed Forces in Combatting HUK (Film)
18 APR FRI	1000-1050	International Relations
	1100-1200	Film
21 APR MON	1000-1050	Media (Newspapers and other publications)
	1100-1200	Media (Radio and TV)
23 APR WED	1000-1050	The Future - Economic Development
	1100-1200	The Future - International Relations
25 APR FRI	1000-1200	Review of Term Papers

	<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	Instructional Techniques (2011 R & S)	B-20	20 Jan	27 Jan - 31 Jan
	Effective Writing (0845 - 1045, Tues. & Thurs.) (2025 R & S)	B-21	27 Jan	3 Feb - 7 Mar
	Dependents' Briefing (117 Central Building)	B-23	(See your Training Officer)	
25X1A6d	Budget & Finance Procedures (149, [REDACTED])	B-25	3 Mar	10 Mar - 21 Mar
	Party Organization and Operations (0830 - 1230 Hours, Daily) (2202 Alcott)	C-2	27 Jan	3 Feb - 28 Feb
	Intelligence Techniques (2027 R & S)	I-1	27 Jan	3 Feb - 28 Feb
	Conference Leadership (0930 - 1130 Hours, Mon. & Wed.) (2027 R & S)	I-3	20 Jan	27 Jan - 7 Mar
	Effective Speaking (0930 - 1130, Hours, Mon. & Wed.) (2025 R & S)	I-5	3 Mar	10 Mar - 18 Apr
	Writing Workshop (0900 - 1200 Hours, 1st Wk: Mon., Tues., Thurs. Last 3 Wks: Tues., Thurs.) (2606 R & S)	I-6	27 Jan	3 Feb - 27 Feb
	Reading Techniques (Hours to be arranged) (2502 Quarters Eye)	I-7	10 Feb	17 Feb - 14 Mar
	Reading Techniques - Executive (Workshop) (Hours to be arranged) (2502 Quarters Eye)		13 Jan	20 Jan - 31 Jan
	Intelligence Research (Maps) (0900 - 1200, Mon., Wed., Fri.) (2029 R & S)	I-12	17 Feb	24 Feb - 14 Mar

S-E-C-R-E-T

S-E-C-R-E-T

<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
("O" course titles are listed only in OTR Catalog 100-1)	O-1	17 Feb	3 Mar - 27 Jun
	O-2	17 Feb	3 Mar - 11 Apr
	O-4	17 Feb	24 Feb - 14 Mar
	O-6	21 Apr	28 Apr - 23 May
	O-8	17 Mar	24 Mar - 11 Apr
	O-10	10 Feb	*17 Feb - 7 Mar (was 24 Feb - 14 Mar)
	O-13	14 Apr	21 Apr - 9 May
	O-15	10 Feb	17 Feb - 7 Mar
	O-17	7 Apr	21 Apr - 16 May
	O-24	20 Jan	3 Feb - 28 Feb
	O-25	17 Feb	24 Feb - 14 Mar
	O-27	3 Feb	10 Feb - 21 Feb
	O-28	27 Jan	3 Feb - 7 Feb
	O-29	24 Mar	31 Mar - 18 Apr
	O-30	24 Mar	7 Apr - 2 May

* PLEASE BE SURE TO MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE OF COURSES

S-E-C-R-E-T

S-E-C-R-E-T

AREA TRAINING

Applications for Area and Part-Time Language Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Americans Abroad Orientation:</u>		
25X1A [REDACTED] 00-1200 hours, daily)	Immediately	27 Jan - 31 Jan
		*17 Feb - 24 Feb
		(CANCELLED)
[REDACTED] (1000-1245 hours, daily)	10 Feb	24 Feb - 28 Feb
<u>Basic Country Survey:</u>		
Philippines (1000-1200 hours, Mon, Wed, Fri)	3 Mar	*17 Mar - 25 Apr
		(Formerly 13 Jan)
France (0830-1700 hours, Tues & Thurs)	27 Jan	*10 Feb - 21 Mar
		(Formerly 11 Mar)
Japan (1400-1630 hours, Mon, Wed, Fri)	24 Feb	10 Mar - 9 May
<u>Regional Survey:</u>		
Middle East (0900-1100 hours, Mon, Wed, Fri)	20 Jan	3 Feb - 25 Apr
Southeast Asia (1345-1645 hours, Tues & Thurs)	4 Feb	18 Feb - 24 Apr
<u>Integrated Language/Area Study:</u>		
France	3 Feb	*17 Mar - 23 May
(See <u>Full-Time Language Training:</u>		(Formerly 10 Mar)
<u>French Intermediate RSW</u>)		
Germany	17 Feb	*31 Mar - 6 June
(See <u>Full-Time Language Training:</u>		(Not previously
<u>German Intermediate RSW</u>)		scheduled)
Japan	17 Feb	10 Mar - 9 May
U. S. S. R.	20 Jan	3 Mar - 30 May
(See <u>Full-Time Language Training:</u>		
<u>Russian Advanced RSW</u>)		


S-E-C-R-E-T

PART-TIME LANGUAGE TRAINING

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Russian</u>		
Intermediate Reading - Economic (1000-1200 hours, Mon, Wed, Fri)	20 Jan	3 Feb - 16 May

MR. LYMAN KIRKPATRICK, THE INSPECTOR GENERAL OF CIA, ADDRESSES STUDENTS FROM SEVERAL BASIC MANAGEMENT CLASSES. THE DCI'S CONFERENCE ROOM IN THE ADMINISTRATION BUILDING IS THE LOCALE FOR THIS DISCUSSION OF "CURRENT MANAGEMENT PROBLEMS IN THE CENTRAL INTELLIGENCE AGENCY."

25X1A



SECRET/CIA OFFICIAL USE ONLY

S-E-C-R-E-T

FULL-TIME LANGUAGE TRAINING

Applications for Full-Time language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review and Placement Panels prior to approval for training. The following courses are listed in the same sequence shown on the Long-Term Course Schedule contained in your OTR CATALOG.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Basic RSW</u>		
French	24 Feb	7 Apr - 22 Aug
German	24 Feb	7 Apr - 22 Aug
Italian	24 Feb	7 Apr - 22 Aug
Romanian	24 Feb	7 Apr - 22 Aug
Spanish	24 Feb	7 Apr - 22 Aug
<u>Intermediate RSW</u>		
French	3 Feb	*17 Mar - 23 May (Formerly 10 Mar)
German	17 Feb	*31 Mar - 6 June (Formerly 17 Mar)
<u>Advanced RSW</u>		
Russian	20 Jan	3 Mar - 30 May

*PLEASE MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE (FOLD-OUT CHARTS) IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG.

S-E-C-R-E-T

~~CONFIDENTIAL~~FOREIGN LANGUAGE PROFICIENCY TESTS

Foreign Language proficiency tests will be given the first six months of 1958 according to the following schedule. Information on taking these tests will be disseminated later.

SCHEDULE

Albanian	26 Jun	Italian	8 Apr
Amharic	29 May	Japanese	24 Mar
Arabic	8 May	Korean	27 Mar
Bulgarian	17 Apr	Norwegian	6 Feb
Burmese	1 May	Persian	15 Apr
Chinese	6 May	Polish	29 Apr
Czech	6 May	Portuguese	20 May
Danish	22 Apr	Pushtu	5 Jun
Dutch	17 Jun	Romanian	10 Jun
Finnish	13 Mar	Russian	3 Apr
French	2 Apr	Serbo-Croatian	13 Feb
	11 Apr	Spanish	1 Apr
	13 May		9 Apr
	15 May		16 May
German	4 Apr	Swahili	22 May
	10 Apr	Swedish	25 Feb
	14 May	Thai	11 May
Greek	27 May	Turkish	18 Mar
Hindi	20 Mar	Tibetan	12 Jun
Hungarian	27 Feb	Urdu	24 Jun
Icelandic	19 Jun	Vietnamese	3 Jun
Indonesian	25 Mar		

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~~~SECRET~~

OTR AND AGENCY TRAINING OFFICER DIRECTORIES

OFFICE OF TRAINING

25X1A

		<u>EXT.</u>	<u>ROOM & BUILDING</u>
DIRECTOR OF TRAINING	MATTHEW BAIRD	3521	11, [REDACTED]
DEPUTY DIRECTOR OF TRAINING	[REDACTED]	3521	11, [REDACTED]
PLANS AND POLICY STAFF	[REDACTED]	3531	4, [REDACTED]
SUPPORT STAFF	[REDACTED]	3732	8, [REDACTED]
ASSESSMENT AND EVALUA- TION STAFF	[REDACTED]	8307	1331A, R & S
JUNIOR OFFICER TRAINING PROGRAM	[REDACTED]	3514	2518, QTRS. EYE
INTELLIGENCE SCHOOL	[REDACTED]	3832	2009, R & S
SCHOOL OF INTERNATIONAL COMMUNISM & THE USSR	[REDACTED]	2428	2204, ALCOTT
OPERATIONS SCHOOL	[REDACTED]	3102	201C, [REDACTED]
LANGUAGE & AREA SCHOOL	[REDACTED]	8015	2129, EYE
PROFICIENCY TESTING	[REDACTED]	4640	2822, QTRS. EYE
EASTERN STUDIES	[REDACTED]	3275	1928, QTRS. EYE
WESTERN STUDIES	[REDACTED]	4437	2129, EYE
REGISTRAR/TR	[REDACTED]	4005	2605, QTRS. EYE
DEPUTY REGISTRAR/TR	[REDACTED]	4005	2606, QTRS. EYE
PROCESSING SECTION	[REDACTED]	3731	2-90, QTRS. EYE
INFORMATION SECTION	[REDACTED]		
EDITOR, OTR BULLETIN	[REDACTED]	4625	2611, QTRS. EYE

25X1A

25X1A

~~SECRET~~~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

~~SECRET~~/CIA OFFICIAL USE ONLY

DD/I TRAINING OFFICERS

25X1A

O/DDI
ASST. TO DD/I (ADMIN)

703 354, ADMIN
641 347, ADMIN

OBI
OCI

4217 126, [REDACTED]
749 2052, Q
2650 2052, Q
4443 350 26TH ST.

25X1A

ONE
OO

552 105, ADMIN
795 402, 1717 H ST.
2265 523, 1717 H ST.
2926 414, 1717 H ST.
586 2021, [REDACTED]
3016 2029, [REDACTED]
2993 410, 1717 H ST.

25X1A

CONTACT
[REDACTED]
FDD

SOVMAT

ORR

2413 1003, M
4533 1007, M

OSI

8326 1713, BARTON

SPECIAL ASST. TO DD/S

2228 222, EAST

AUDIT

2247 1133, EYE

COMMERCIAL

8415 2020, BARTON

COMMUNICATIONS

2976 2308, EYE

COMPTROLLER

4454 1039, ALCOTT

LOGISTICS

4134 2C-49, QTRS. EYE

MANAGEMENT

4183 565, 1717 H ST.

MEDICAL

3348 1303, J

PERSONNEL

4353 2602, CURIE

SECURITY

8151 2514, EYE

~~SECRET~~/CIA OFFICIAL USE ONLY

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

~~CONFIDENTIAL~~

CONFIDENTIAL

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9
~~SECRET~~/CIA OFFICIAL USE ONLY

THIS IS AN 00/FDD COURSE, WHICH BEGINS 4 FEBRUARY 1958, IN [REDACTED] BUILDING. FOR INFORMATION, OR TO REGISTER, CALL THE 00/FDD TRAINING OFFICER, EXTENSION 3016.

25X1A6d

TITLE ARABIC CONVERSATION AND GRAMMAR FOR STUDENTS WITH PREVIOUS READING KNOWLEDGE OF ARABIC

OBJECTIVE ABILITY TO CARRY ON A NORMAL CONVERSATION IN STANDARD ARABIC ON THE INTERMEDIATE LEVEL

PREREQUISITES TOP SECRET CLEARANCE
INTERMEDIATE READING KNOWLEDGE OF ARABIC
INTERVIEW WITH INSTRUCTOR

ENROLLMENT 4 TO 10

DURATION 20 WEEKS: 2 ONE-HOUR CLASSES PER WEEK; PLUS 2 - 3 HOURS STUDY ON THE STUDENT'S OWN TIME

LOCATION HEADQUARTERS [REDACTED] BUILDING)

25X1A6d

THE COURSE WILL COVER: CORRECT PRONUNCIATION; A LARGE VOCABULARY INCLUDING MANY IDIOMS, ESPECIALLY OF THE SPOKEN LANGUAGE; COMPOSITION; REVIEW OF ARABIC GRAMMAR. SUBJECT MATTER FOR CONVERSATION WILL BE TAKEN FROM ARABIC NEWSPAPERS.

THE COURSE WILL BEGIN AT THE MOST ELEMENTARY LEVEL, BUT WILL ADVANCE VERY RAPIDLY AT FIRST BECAUSE OF THE KNOWLEDGE OF VOCABULARY AND GRAMMAR ALREADY POSSESSED BY THE STUDENTS. FOUR TESTS WILL BE GIVEN, THE LAST CONSTITUTING A FINAL EXAMINATION.

SUPPLEMENTARY WORK IN THE FDD LANGUAGE LABORATORY (WHEN EQUIPPED) WILL BE ENCOURAGED.

25X1A9a

INSTRUCTOR [REDACTED]

TEXT BOOKS W. WRIGHT, A GRAMMAR OF THE ARABIC LANGUAGE
THATCHER, ARABIC GRAMMAR

~~SECRET~~/CIA OFFICIAL USE ONLY

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

CONFIDENTIAL

~~CONFIDENTIAL~~

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

A Good Start



A PROSECUTION
**BE
SECURITY
CONSCIOUS**

Approved For Release 2001/07/12 : CIA-RDP78-03921A000200240001-9

~~CONFIDENTIAL~~